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*Meetings
(minutes)*

MINUTES

DD/S STAFF MEETING

12 May 1970

25X1



2. Summer Leave

Leave schedules are not to interfere with continuity. Either the Chief or his Deputy is to be on duty. First consideration is to be given to those who have been working long hours and under pressure. This applies to all levels of command.

3. Papers Signed by Office Heads

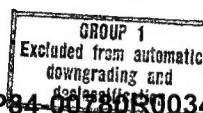
There have been cases wherein Office Heads have signed papers and then, upon questioning/reconsideration, they have reversed themselves. In other situations, the DD/S will move on the paper and later it is discovered that subordinates in that Office were unaware of the position taken by their Office Head or not in agreement with it.

Concerning Funds:

Proposals have been submitted and action taken on them with PPB and EDC. When action is returned to the originating office, another and higher cost estimate is re-submitted to the DD/S causing re-involvement in the action process.

Mr. Bannerman cautioned the Office Heads to be careful and attentive in these matters and to be sure that their juniors who are the action people know of the first submission. He stressed these points and will expect full support from the Office Heads for the positions taken in their papers.

SECRET



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4. There was a Budget presentation at the House last Monday - a friendly one, no issues were raised. We are scheduled with the Senate next Tuesday afternoon and it may be a different situation there.

5. The DD/S will employ [] under contract to advise on such matters as working conditions improvement, interior design, building appearance improvements, etc. He will start with the main areas in the Headquarters building and next look into the DD/S facilities and locations.

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The Office Heads were asked to consider conditions in their Offices and areas for improvement, and send their listings to [] or Mr. []

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6. Cafeteria Proposals

Mr. Bannerman has discussed our proposals to seek outside interest in our cafeteria operation with Mr. Sampson of GSA. GSA which is completely behind GSI cafeteria operation in federal buildings takes a negative position on our proposal. The recent GSA survey was favorable to GSI and our Cafeteria Committee approved it. We have no further complaints and will withdraw our proposals to seek interest from outside contractors. However, if GSI does not maintain the level of service, we will renew our request.

7. Around the Table

In response to questions about the briefing of summer employees, Mr. Bannerman asked Mr. Wattles to see to it that they get a professional briefing with a message - that we are a part of the Government, not independent. He wants a central briefing, in groups of 50 or so, and not to wait until they are on the job for several days. The briefing should be on a speaker basis - not films. The subject of dress should be handled on individual not group basis.

Mr. Wattles said that [] will be in charge of this briefing program.

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Mr. Bannerman stated that he wanted to repeat the procedure of exit interviews by a team of summer employees, and also to have someone talk to them once or twice during their employment.

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Mr. Wattles stated that about 1/3 of the hires will be first-timers.

Mr. Osborn:

Mentioned recent incidents of five hippie cars that unloaded beer cans outside the gates.

Dr. Tietjen:

. Drug Abuse - There is difficulty in getting good material on the subject. He suggests two films for inclusion in the Agency film series - "Narcotics" and "Drug Abuse".

. Business is Lively - Out-patient service is increasing; also evacuation cases due to superior facilities in the U. S. and readily available transportation.

Mr. Cunningham:

. AIS Course - Recent running was a good one with good DD/S representation. The Director was unable to make his wrap-up appearance and Mr. Bannerman was asked if he would attempt to arrange another date with the Director.

. MEDC - Course in process. A good group. DD/P presentation has been revamped.

. Advanced Ops Course is in process.

Mr. Blake:

. Personnel Changes -

25X1 transfers to OTR next Monday.
to Deputy Chief, LSD.
Chief, Operations/LSD.

. OL providing tour of to OTR instructors next Monday. 25X1

. Summer Employees -

Suggests that our younger people in the offices talk to them.
Mr. Bannerman agreed.

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[REDACTED]

O/PPB assignments on the Support Account.

25X1

[REDACTED]

To work on

25X1

OC, DD/S&T, OL, [REDACTED] SSS.

25X1

[REDACTED]

To work on OF, OP,

OMS, OS, O-DD/S, OTR, O/DCI.

Profiles will be sent to the Office Heads.

[REDACTED]

Support Operations Staff/DDS

25X1

Distribution:

Orig - DD/S Subject

1 - DD/S Chrono

1 - WEB

1 - ND

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